

# KANAWHA COUNTY PUBLIC LIBRARY JOB DESCRIPTION

October 2019

## LIBRARY DIRECTOR

## FULL-TIME EXEMPT

The Kanawha County Public Library Director implements the Library's services and programs in accordance with the mission, values, goals and objectives as established by the Board of Directors for the benefit of the citizens of Kanawha County. The Library Director is *the face* of Kanawha County Public Library system.

### **MAJOR JOB DUTIES AND EXPECTATIONS:**

- Foster positive, harmonious and effective working relationships with staff members, Board of Directors, public and non-profit organizations, officials, news media representatives, Library patrons and the general public
- Analyze library use, evaluate community trends, and recommend appropriate actions to fulfill the library's mission and long-range goals, with special attention to solving specific short-term issues as they arise
- Provide expertise and information to the Board of Directors in connection with strategic decisions affecting the Library
- Develop agendas, reports and policy recommendations for Board of Directors, Foundation Board of Directors, and Board of Directors Committee meetings
- Participate in the WV State Library Commission and other governmental agencies as appropriate
- Prepare the annual budget for Board review and approval
- Work with Treasurer and Finance Committee to assure that expenses stay within budget and projected income; review monthly for and with the Board of Directors
- Monitor long-range capital improvement budgets and plans; facilitate improvement plans; monitor construction projects throughout the Library system
- Provide assistance towards a comprehensive fundraising strategy for library development, including maintaining positive relationships with donors
- Strive to continually to forge strong and unique community partnerships that may benefit not only the library, but the community as a whole
- Implement policies and structure that maintain a work environment conducive to staff productivity, development, and retention
- Conduct regular administrative and staff meetings to foster a positive work environment for all activities within the day-to-day operations throughout all branches in the system

### **ESSENTIAL KNOWLEDGE:**

- Principles, methods, techniques, and procedures of contemporary public library management and technology
- Library organization, operations, and facilities
- Principles and practices of public administration

- Dynamic leader with strong interpersonal skills and a demonstrated prowess in effective management of resources, personnel, and community partnerships

### **REQUIRED QUALIFICATIONS:**

- Master's degree in Library Science or Library and Information Science from an accredited college or university
- Minimum of 8 years of experience in library setting
- Minimum of 5 years of library management experience which includes budgeting and finance management, supervision and implementation of sound personnel practices

### **DESIRED QUALIFICATIONS:**

- Experience with building construction/renovation projects
- Community relations experience as well as Fundraising and Development experience
- Experience working with government agencies/public engagement process
- Personally and publicly utilizes current technology to best advantage
- Team leader who fosters development of other leaders within the Library

*All positions at the KCPL require a criminal background check.*

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this position and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential job functions are subject to modification.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. For additional information regarding these accommodations, please contact the HR department.